

SAIS Rules for Special Education Data

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The following list identifies validation rules applied to SAIS Special Education data. They are taken from system code, and so are not grouped in any particular order and there may be redundancy among the rules stated.

1	EDP: 1a. Service Code must be C, D, E, F, G, I or V. Exceptions: 1b. DOA county 21 can have any Service Code. 1c. If DOA type = ACCOMMODATION , Service Code must be D or G. 1d. If DOA type = PUBLIC SPED INSTITUTION , Service Code must be F.
2	PSL, PSD, and PMD cannot coexist.
3	Service Code F: cannot also be ELL
4	Service Code V: DOA must be PRIVATE/SPED and DOR must be PUBLIC .
5	If the Service Code is F, then the DOA must be type PUBLIC SPED INSTITUTION .
6	If the DOA type is HEAD START , then the Service Code must be A, B, C, H, J, or S
7	If the DOA county is 21, then the Service Code must be A, B, C, I, or S.
8	If the Service Code is E or G, the DOA type must be PRIVATE/SPED and the DOR type must be PUBLIC or CHARTER
9	If the Service Code is A, B, C, I or S and the DOR is different from the DOA, the DOA type must be PUBLIC , HEAD START , or CHARTER AND the DOR type must be PUBLIC , STATE INSTITUTE , or CHARTER .
10	If the Service Code is I, at least one of the student's categories must be MD, A, SMR, or OI.
11	All Service Code V are residential voucher students.
12	All Service Code F are institutional voucher students.
13	Not all institutional voucher students will have a Service Code F. They can also be E or G.
14	Every student attending a school with a district type PUBLIC SPED INSTITUTION is an institutional voucher student. (In other words, type PUBLIC SPED INSTITUTION must have Service Code of E, F, or G.)
15	If the Service Code = R, then the grade must be PS.
16	If the Service Code = F, grade cannot be PS, the Need Code cannot be PMD, PSD, or PSL.
17	If the Need Code on the transaction record is PSD, PSL, or PMD, then the grade must be PS.
18	If the grade = PS, then the Need Code must be HI, PMD, PSD, PSL, or VI.
19	If DOA = PUBLIC SPED INSTITUTION , grade cannot be PS.
20	If the Need Code = MDSSI, then there must be at least two other Need Codes identified from the group: HI, VI, A, EDP, MOMR, OI, and SMR, AND at least one of these must be HI or VI. (Note: No other Need Codes have an effect on the validity of MDSSI.)
21	If the Need Code = MD, then there must be at least two other Need Codes identified from the group: HI, MOMR, OI, VI, ED, EDP, MIMR, and SLD, AND at least one of these must be HI, MOMR, OI, or VI. (Note: No other Need Codes have an effect on the validity of MD.)
22	MIMR, MOMR, and SMR cannot coexist.
23	Service Code F (voucher student) may not also have an LEP (ELL) Need Code.
24	Service Codes F, J, S, and V may not be assigned to a CEC student.
25	Private school DOAs (types PUBLIC SPED INSTITUTION and PRIVATE/SPED) must be specifically approved to service the special education Need Codes submitted.
26	Unorganized territories (county = 01-15, type = ELEMENTARY or HIGH SCHOOL , district code = 00) cannot be DOA.
27	State Department of Education districts (000400 and 000500) are not valid for use in SAIS.
28	The school must be approved to teach the student's grade. (Grade and service code validations don't have to be done on DOR ELEM NOT IN HS , COMPACT , or STATE INSTITUTE)
29	State funding is generated for only one Special Education Need Code per student. The Need Code having the highest relative weight, as defined in Arizona statute, will generate the funding.
30	State funding is always paid to the DOR.
31	For state funding purposes, "self-contained" is only applicable to categories A, MD, OI, and SMR.
32	For federal funding purposes, the split of resourced versus self-contained depends solely on the Service Code. This section refers to the table "Service/Special Education Services Types" in Appendix F Tables and Figures. the Code Values document from the series SAIS Student Database Transaction Requirements.
33	Valid counties: all are valid.
34	Valid DOAs for non-PS: PUBLIC , JUVENILE , PUBLIC SPED INSTITUTION , PRIVATE/SPED , HEAD START , CO-OP/IGA/OTHER , CHARTER .
35	Valid DOAs for PS: ACCOMMODATION , UNIFIED , ELEM NOT IN HS , ELEMENTARY , PRIVATE/SPED , HEAD START
36	DOA must be a valid school (cannot have school = 000, i.e., cannot be a district office or charter holder)
37	Valid DOR counties: 01-15, 20.

38	Valid DOR types: a. COMPACT, STATE INSTITUTE AND b.) all valid DOA types: PUBLIC, JUVENILE, PUBLIC SPED INSTITUTION, PRIVATE/SPED, HEAD START, CO-OP/IGA/OTHER, CHARTER , and UNORGANIZED .
39	If DOR type is COMPACT , then the DOA must be different from the DOR.
40	If the DOR type is ACCOMMODATION , then the DOR must be approved as a DOR.
41	If the DOA type is PUBLIC SPED INSTITUTION , then the DOR must be the same as the DOA.
42	Service Code F, V, J or S ,may not be CEC.
43	DOA and DOR counties 01-15 may have both CEC-A and CEC-B.
44	DOA types PUBLIC, JUVENILE, PRIVATE/SPED, CHARTER may have both CEC-A and CEC-B.
45	DOR types: PUBLIC may have both CEC-A and CEC-B.
46	DOR types: JUVENILE, CHARTER may have CEC-B.
47	DOR types: unorganized may have CEC-A.
48	DOR district codes: 01-99 may have both CEC-A and CEC-B.
49	If the CEC is A or B, and the DOA type is PRIVATE/SPED, IGA or INSTRUCTIONAL: NON-PUBLIC SCHOOL ; then the DOR type must be PUBLIC .
50	If the CEC is A or B and the DOA type is UNIFIED, ELEM NOT IN HS, ELEMENTARY , or HIGH SCHOOL ; then the DOR must be the same as the DOA.
51	56a. If the CEC is A and the DOA type is ACCOMMODATION ; then the DOR must be the same as the DOA. Exception: 56b. DOA 050199, 070199, 090199, 110199 or 140199.
52	If the CEC is B and the DOA type is ACCOMMODATION ; then the DOR must be PUBLIC .
53	58a. If the CEC is B and the DOA Type is UNIFIED, ELEM NOT IN HS, ELEMENTARY, HIGH SCHOOL, JUVENILE , or CHARTER , then the DOR must be the same as the DOA. Exceptions: 58b. DOA 070403 and DOR 070513.
54	102132 Fan Kane Neurohabilitation Ser: If Need Code is OHI or TBI, any grade is valid for this private school. (Normally, the private school must be allowed to teach the grade listed, with certain exceptions based on school only.)
55	The Arizona School for the Deaf and Blind (ASDB), the Cooperative programs of ASDB, and The Phoenix Day School for the Deaf (PDSD) will have the same DOA and DOR on the Special Education Census, and they may now utilize all Service Codes that are appropriate for their students.
56	Open Enrollment may not have Service Code F.
57	If the DOA is PRIVATE/SPED, HEAD START, CO-OP or IGA then the DOR cannot be the same as the DOA. (In other words, a private school must have a different DOR.)
58	If the DOA is OUT OF STATE , then the DOR cannot be OUT OF STATE
59	If the DOR type is STATE INSTITUTE , then the DOA must be one of the following districts: 020213 Willcox Unified District, 050201 Safford Unified District, 050305 Solomon Elementary District, 050316 Bonita Elementary District, 110201 Florence Unified School District, 110221 Coolidge Unified District.

CTD/CTDS (District/School) Numbering Conventions

The following numbering conventions are used for the CTD (District) and CTDS (School) numbers. They are comprised of 3 or 4 separate component values:

C = nn = county

T = nn = district type

D = nn = district numer

S = nnn = school number (001-999) or district office designation (000)

PUBLIC = district types 01-05, and includes district-sponsored charter schools (DSCS)

CHARTER = district types 85-89 (88 used to be DSCS but is no longer used)

ACCOMMODATION = district type 01

UNIFIED = district type 02

ELEM NOT IN HS = district type 03

ELEMENTARY = district type 04

ELEMENTARY GRADE = grades KG, PS, 01-08, UE

HIGH SCHOOL = district type 05

SECONDARY GRADE = grades 09-12, US

VOC/TECH = vocational / technological = district type 08

VOC/TECH PARTICIPATING = any district that participates in the **VOC/TECH** system; on the DPS6, this was signified by the value in the School Names file's "switch-4"

SKILL CENTER = special needs / skill center = district type 09

JUVENILE = juvenile corrections facility = district type 10

PUBLIC SPED INSTITUTION = public special education institution = district type 12

PRIVATE/SPED = private school / special education = district type 21

COMPACT = contiguous reservations that cross state lines = district type 23

HEAD START = district type 26

CO-OP/IGA/OTHER = **CO-OP**, **IGA** (intergovernmental agreement), and **INSTRUCTIONAL:**
NON-PUBLIC SCHOOL = district types 41, 42, and 43, respectively

STATE INSTITUTE = state institute & stations = district type 76

UNORGANIZED = unorganized territory = a CTD where C = an Arizona county (codes 01-15), T = **ELEMENTARY** or **HIGH SCHOOL**, and D = 00

CEC-A = precluded by distance, from unorganized district

CEC-B = foster, DOJC, institution, rehab, residential DES or DHS

ACCOMMODATION/PROGRAM = accommodation districts that are also county programs;
varies by fiscal year
 Fiscal year 1999 = 050199, 090199, 110199, 140199
 Fiscal year 2000 = 050199, 060199, 110199

D-LEVEL-ACCOMMODATION = an accommodation district as signified by "00" in the "D" portion of the CTD.

DOA EXCEPTION = DOA's allowed to have a DOR; *varies by fiscal year*
 Fiscal year 1999 = 070199, 070403, and **ACCOMMODATION/PROGRAM**
 Fiscal year 2000 = 070403, and **ACCOMMODATION/PROGRAM**

OUT OF STATE = county 20

AZ DEPT OF CORRECTIONS = county 21